MEMORANDUM

TO: District Superintendents and Charter School Administrators

FROM: Research and Policy, Dr. Ildiko Laczko-Kerr, Director

DATE: May 9, 2003

SUBJECT: Year End Enrollment and Graduation Rate Data Collections

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This memo is to inform you that the online applications for Year End Enrollment and Graduation Rate data are open for data entry and submission. These applications can be accessed through the Common Logon, located in the upper left hand corner of the ADE's homepage: http://www.ade.az.gov/**. Please note that these data are necessary in order to accurately calculate a high school Achievement Profile.** Your assistance is greatly appreciated.

The Year End Enrollment and Graduation Rate data are used to compute student attrition and retention rates, which are part of the high school Achievement Profiles. A.R.S. 15-241.B states, "Each school shall submit to the department any data that are required and requested and that are necessary to compile the achievement profile. A school that fails to submit the information that is necessary is not eligible to receive monies from the classroom site fund established by §15-997."

Any data not received by the submission deadline will be past due and may adversely affect the calculation of an Achievement Profile. Schools that do not submit data will be subject to consequences consistent with §15-241. In addition, these schools may receive the classification of *Underperforming* due to the absence of data.

Due Dates

Year End Enrollment data for the 2002-2003 school year are due to the ADE by July 16, 2003.   All schools are required to submit Year End data.

Graduation Rate Data for the complete Cohort Class of 2002 are due to the ADE by July 9, 2003. These data include both the four and five year graduation statistics for high schools. If you are unsure whether your school should be submitting these data, please email your inquiry to: gradrate@ade.az.gov.

Online Assistance

To help you prepare your data and submit them in a timely manner, the ADE has provided the following tools that you can access from the Research and Policy website at www.ade.az.gov/researchpolicy:

➢ *Year End Enrollment User Manual* - provides step-by-step instructions for using the online forms to submit data for each school that is required to submit Year End Enrollment data.

➢ *Year End Enrollment Code Descriptions Manual* - provides detailed instructions about each of the Year End Enrollment codes and how to assign them to students.

➢ *Graduation Rate Study User Manual* - provides step-by-step instructions for using the online forms to submit data for each school that is required to submit Graduation Rate data.

➢ *Graduation Rate Code Descriptions Manual* - provides detailed instructions about each of the Graduation Rate codes and how to assign them to students.

Questions or Concerns

If you have any questions or concerns, please email them to gradrate@ade.az.gov